

# **VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI DISABLED AT HAMPTON**

## **Vacancy Announcement**

### **POSITION: ADMINISTRATIVE ASSISTANT**

**Position#: Various    OPEN DATE: 06/01/06 Hiring Range: \$10.00 –  
12.00/hourly    CLOSE DATE: Until Filled**

The Virginia School for the Deaf, Blind, and Multi-Disabled is seeking an Administrative Assistant to provide responsible administrative duties in the Superintendent's office as well as general agency communications and support services in a school setting for students ages 2-22 with deafness, blindness and sensory impaired multiple disabilities.

**Work schedule: Monday – Friday, 8:30 a.m. – 4:00 p.m.** (includes a minimum of a 30 minute break). **Some flexibility is available, up to 40 hours per week.**

#### **Responsibilities Include:**

- Composes documents and correspondence for the Superintendent's signature; handles confidential correspondence and files
- Assists the Administrative Assistant to the Superintendent with various correspondence, reports, projects, etc. as assigned
- Ability to establish and maintain effective office routines including file management, meeting preparation, and mail
- Monitors, processes requests, maintains supplies and equipment for office and staff
- Greets scheduled and unscheduled visitors to the Superintendent's office
- Ability to prepare complex fiscal transactions, financial reports and reconciliation of expenditures for the department
- Prepares and distribute updates to school policies and procedures
- Schedules meetings as requested, gather information and prepares agendas; prepares and distributes minutes
- Ability to plan, coordinate and work with a variety of individuals and groups
- Ability to communicate effectively and confidentiality under difficult situations
- Ability to maintain polite and helpful demeanor in challenging situations

#### **Minimum Qualifications:**

- High school diploma or GED required
- Previous experience in performing clerical, or administrative work in an office or school setting is preferred
- Demonstrates proficiency with a variety of computer application including excellent technical writing abilities; including MS Suite (Word, Access, Excel, and Publisher) and MS Project
- Proficiency in use of a variety of office equipment, proofreading for accuracy, content, grammar and standard English
- Proficiency or willingness to learn American Sign Language (ASL) in order to communicate with students, parents, and other agency staff who are deaf

**NOTE: A criminal history check will be required for final candidates.**

**Physical / Emotional Requirements**

Light lifting, up to 20 pounds

Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

Fast paced environment which may require multiple priorities, to include good memory and reasoning skills

For consideration, submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled, Office of Human Resources, 700 Shell Road, Hampton, VA 23661.

There is a five (5) day minimum posting requirement. For assistance call VOICE/TDD (757)

247-2050, or FAX (757) 247-2028 or visit our website at [www.vsdbmh@virginia.gov](mailto:www.vsdbmh@virginia.gov).

Applications available on line at <http://jobs.state.va.us/eo-appli.htm>

EEO/AA/M/F/D